



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 505.01

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Effective Date: March 15, 2004

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Approved by:

Subject: SENTENCE CREDITS

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 41-21-236, Grubbs v. Reynolds, 552 F. Supp. 1052 (M. D. Tenn. 1982), Tuggle v. Reynolds, No. 3-83-1009, No. 3-84-0260 (M. D. Tenn. 1986), TCA 41-21-801 through TCA 41-21-818, 41-24-110.
- II. PURPOSE: To establish criteria and procedures by which sentence credits will be awarded.
- III. APPLICATION: To all institutional employees and inmates, excluding inmates housed at the Wayne County Boot Camp who are involved in the Special Alternative Incarceration Unit (S.A.I.U.) program, and employees of TRICOR, and all employees and inmates of privately managed facilities.
- IV. DEFINITIONS:
  - A. Class X Sentence: Sentence applied to specific felony offenses as listed in the Class X Felonies Act of 1979 and including all determinate offenses which became Class X on September 1, 1979, and February 4, 1980.
  - B. Commissioner's Designee (CD): TDOC employee(s) authorized by the commissioner to serve as the approving authority for specific actions occurring at privately managed facilities. In the absence of the CD, the contract monitor assigned to that facility will serve that function. In the absence of both TDOC staff, the necessary notification/request for authorization will be made by telephone to the CD. If the CD is not reachable via phone, the contract monitor will be contacted.
  - C. First Calendar Year of Imprisonment: Year which commences on the inmate's sentence effective date. When an inmate has been sentenced to serve multiple terms, whether consecutive or concurrent, the first calendar year shall commence on the sentence effective date of the first sentence.
  - D. Full Calendar Month: Three-fourths of the time for which a program is available during a given calendar month. As used in this policy, a month shall run from the 26th of one month to the 25th of the next month.
  - E. Good and Honor Time: Sentence reduction credits for good behavior inherent in the sentences of inmates convicted of an offense committed before July 1, 1981. (Replaced by Good Conduct Sentence Credits.)
  - F. Good Conduct Sentence Credits: Sentence reduction credits for good behavior inherent in the sentences of inmates convicted of an offense committed after July 1, 1981.
  - G. Good Institutional Behavior: The absence of convictions for disciplinary infractions resulting in more than a verbal warning. (See Policies #502.01 and #502.05.)

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- H. Incentive Time: Sentence credits for program participation, replaced September 1, 1980, by Prisoner Performance Sentence Credits (PPSC).
- I. Judge Sentence (Criminal Sentencing Act of 1982): Sentence applied to all felony offenses which are not designated as Class X and for which the offense was committed on or after July 1, 1982, and for which the inmate was sentenced prior to November 1, 1989.
- J. Prisoner Performance Sentence Credits (PPSC): Effective September 1, 1980, sentence credits earned for participation in work, educational and/or vocational programs.
- K. Prisoner Sentence Reduction Credits (PSRC): Effective on or after March 1, 1986, inmates who exhibit satisfactory performance within a program and who exhibit good institutional behavior may be awarded credits monthly toward reduction of sentence parole and expiration dates.
- L. Programs: Includes any assigned work, educational, vocational, training, or mental health treatment program which is authorized by the commissioner or designee.
- M. Release Eligibility Date (RED): The earliest date a defendant convicted of a felony shall be eligible for release or parole; such date, where allowed by law, shall be reduced by the defendant's good behavior and program participation while confined in a TDOC institution or county facility. RED applies to Class X, Judge Sentencing and Reform 1989 sentences.
- N. Safekeeping: The status of inmates confined to a TDOC institution who have not been adjudicated and/or formally sentenced.
- O. Sentence Effective Date: The beginning date of an inmate's sentence.
- P. Sentencing Reform Act of 1989: Statutory authority for conviction penalties for inmates receiving sentences on or after November 1, 1989.
- V. POLICY: Sentence credits shall be awarded as an incentive to encourage acceptable program participation and good institutional behavior.
- VI. PROCEDURES:
  - A. Sentence credits from the previous month will be entered into the computer on Offender Credits (LSTB), on or before the fifth (5th) working day of each month. Supervisors shall submit sentence credits to the inmate jobs coordinator (IJC) for review by using either BI01MEL, Offender Pay Attendance, or Offender Attendance (LJEN). The screen print of Offender Attendance (LJEN) or the printout of BI01MEL must be signed by the appropriate supervisor. Tennessee Rehabilitative Initiative in Corrections (TRICOR) supervisors shall be furnished with a copy of one of the above to complete. If Offender Attendance (LJEN) is used, supervisors shall write in any names of inmates who worked for them earlier in the month. The warden/designee shall approve the credits. Staff designated by the warden shall enter the credits.

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- B. On a monthly basis, each records clerk shall identify all inmates who are eligible for discharge at the expiration of sentence on an earlier date if sentence reduction credits are posted on the 20th day of the month.
  1. The record clerk shall request a current "Offender Expiration Report" (INFOPAC BI01MBC) which is available on the sixth (6<sup>th</sup>) business day of each month.
  2. The record clerk shall check the following on each offender:
    - a. All completed disciplinarys must be entered into Disciplinary (LIBK).
    - b. All out-to-court appearances must have a disposition and request sent to Sentence Information Services (SIS) to remove any out-to-court indicators on Offender Attributes (LCLA)/Offender Findings (LCLF).
    - c. All sentences must be computed on Tennessee Sentences (LSTQ).
    - d. All detainees/notifications shall be contacted on Detainers (LSTS)/Interested Party/Comments (LPDD).
    - e. All probation/parole violation warrants must be disposed of on Revocation Warrants (LCDJ).
- C. The record clerk shall forward a list of eligible offenders to the Inmate Jobs Coordinator (IJC), who shall be responsible for securing the supervisor's signature and appropriate number of program credits to be awarded.
  1. Documentation shall be forwarded to the Warden/designee for review/approval.
  2. All documentation shall then be returned to the record clerk for processing.
- D. By the 20th of the month, the record clerk shall submit an E-MAIL request to SIS requesting the early entry of approved sentence credits. The message must include the exact number of each credit type to be posted, i.e., program, behavior, bonus program, bonus behavior, and PPSC, and the staff ID of the authorizing supervisor. If there is a pending disciplinary report on the 20<sup>th</sup>, the record clerk shall communicate with the disciplinary board to determine if the hearing will be held prior to the 25<sup>th</sup>. If the hearing is to be held after the 25<sup>th</sup>, the warden will determine if early credits are warranted.
- E. All requests for early entry of credits will be processed by SIS on the 20<sup>th</sup> day of the month, or the next working day if the 20<sup>th</sup> falls on the weekend or holiday, the request is received. SIS will review the new expiration date on the following business day. If SIS determines that all sentences have been served in full, then a letter authorizing discharge will be sent to the record office by e-mail.
- F. When the 20th day of the month is on a Friday, SIS will post the early credits and send a letter authorizing discharge on Friday for those inmates expiring their sentences through the weekend. In this situation, the warden shall instruct a staff member to review the new

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expiration date on TOMIS prior to discharge. If TOMIS does not show the inmate to be at or past his expiration date, then the authorization to discharge shall be considered void. The inmate shall remain incarcerated and SIS notified via e-mail.

- G. Under no circumstances shall sentence reduction credits be posted prior to the 20<sup>th</sup> day of the month.
- H. Inmates in "safekeeping" status do not receive sentence credits.
- I. Inmates returned to prison on a parole violation warrant may receive sentence credits prior to their parole revocation hearing provided they are assigned to and participating in a program and/or demonstrating good institutional behavior.
- J. Prisoner Sentence Reduction Credits (PSRC):

PSRC as authorized by this policy may reduce the amount of time an inmate must serve before his/her RED date. For inmates sentenced for crimes committed before January 1, 1988, PSRC may not reduce the time to serve before the RED by more than 35%. For inmates sentenced for crimes committed on or after January 1, 1988, PSRC may not reduce the time to serve before RED by more than 30%.

- 1. Any inmate sentenced on or after March 1, 1986, for a felony committed on or after December 11, 1985, is automatically eligible to earn PSRC.
- 2. Effective March 1, 1986, any inmate sentenced for a felony which was committed prior to December 11, 1985, may become eligible for the PSRC authorized by this section by signing a Sentence Reduction Credits Waiver, CR-2969, waiving his/her right to earn sentence credits under the law in effect at the time the crime was committed. PSRC may be awarded only for conduct and/or program participation from the date a person becomes eligible under the law. The waiver may not be rescinded without written authorization from the Commissioner of the TDOC.
  - a. Inmates who have never been released on parole on the sentences covered by the waiver shall be allowed to rescind it if it would move the inmate's expiration date up before their probationary parole (PP) date or if the inmate would already be at or past their PP date without the waiver, or if they have been declined for parole to a date beyond the date they would be entitled to without the waiver.
  - b. Inmates who signed the waiver, met the parole board and were granted parole based on the earlier PP date, and then returned to TDOC on a parole violation, shall not be allowed to rescind the waiver.
  - c. Inmates currently on parole shall not be allowed to rescind their waivers in order to reduce their expiration dates.
- 3. PSRC consists of two categories: behavior credits and program credits. Inmates shall be eligible to receive PSRC in accordance with the following schedule:

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a. Behavior Credits:

- (1) During the first calendar year of imprisonment, an inmate may earn credits at the rate of four (4) days per month.
- (2) After the first calendar year of imprisonment, an inmate may earn credits at the rate of six (6) days per month.
- (3) Regardless of the calendar year of imprisonment, all inmates classified as minimum custody shall receive an additional two (2) behavior credit days per month.

b. Program Credits:

- (1) Regardless of the calendar year of imprisonment, inmates who participate in a full-time program may receive up to six (6) program credits per calendar month, at the discretion of appropriate program staff. (See Policy #505.07.)
- (2) Regardless of the calendar year of imprisonment, all inmates classified as minimum custody shall receive an additional two (2) program credit days per month.

c. Every inmate assigned to any part-time work, educational or vocational program, or mental health program shall be eligible to receive program credits at one-half of the rate specified in Section VI.(J)(3)(b) above. No inmate shall be entitled to earn more program credits than the limits specified in Section VI.(J)(3)(b) above.

d. PSRC program credits are a privilege, not a right, and may be awarded at the discretion of program supervisors (at privately managed facilities as approved by commissioner's designee). The appropriate program staff shall evaluate inmate program performance monthly based upon the following criteria to determine the number of program credits earned.

- (1) The inmate arrives at the program site on time, is not late or absent without an official excuse, and returns to work within a reasonable time after appointments. (2 credits per month)
- (2) The inmate applies himself/herself to work at hand, remains at his/her program station, does not visit or allow himself/herself to be distracted by others, and works until quitting time. (2 credits per month)
- (3) The inmate accepts supervision well, listens to and carries out instructions, asks questions if not sure of task requirements, and accepts orders without argument. (2 credits per month)

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The job supervisor shall specify the appropriate amount of credits awarded. The inmate will be provided with a brief written explanation by the program supervisor, using Notice of Denial of Program Credits, CR-3224, when maximum credits are not awarded by the supervisor. (See Policy #505.07.) A copy of this form shall be placed in the inmate's institutional record. There will be a one level appeal for denial of maximum program credits allowed when requested by the inmate in writing to the warden (commissioner's designee at privately managed facilities) on CR-3224. The warden's decision (commissioner's designee at privately managed facilities) shall be final and shall not be appealable or grievable.

- e. An inmate may be evaluated for full or partial program credits.
  - (1) At minimum, an inmate must successfully complete three-fourths of his/her scheduled program time during any given month to earn full sentence credits from that program.
  - (2) Inmates assigned to a full time job/program who successfully complete one-half or more of their scheduled program time, but less than three-fourths, may be awarded half program credits.
  - (3) If an inmate who transfers into or out of a program during the month successfully completes one-half of the normally scheduled program time in a month, the program supervisor shall report the credits awarded to the IJC. (See Section VI.(A) above.)
  - (4) An inmate who participates in a program for less than one-half of the normally scheduled program time in a month shall not receive program credits for that month. CR-3224 does not apply in this instance, except for inmates assigned to TRICOR.
  - (5) When an inmate is in more than one program in any month, all supervisors are required to evaluate that inmate's performance in those programs. Only one entry will be made based on a compilation of evaluations. In cases of institutional transfer, the appropriate amount of credits will be forwarded by the IJC, using E-mail (LSWA) to the IJC at the institution housing the inmate.
  - (6) If an inmate is incapable of performing within his/her assigned program as a result of injuries received while participating in the program, he/she shall continue receiving program credits until the medical staff determines he/she may return to a suitable program. This applies only to those situations wherein the injury was ruled accidental and not of a type for which the inmate could have been removed from the program. The injury must have been received while the inmate was performing tasks within the scope of his/her job duties. The inmate need not be returned to the same program in which he/she was assigned at the time the inmate was injured.

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- (7) Time missed from program participation for authorized/payable reasons listed in Policy #504.04 will be counted toward an inmate's participation time in that month for purposes of determining eligibility to receive program credits.
  - (8) Time missed from program participation for unauthorized/non-payable reasons listed in Policy #504.04 will not be counted toward an inmate's total participation time in that month for purposes of determining eligibility to receive program credits.
- f. Under the following conditions inmates are not authorized to receive PSRC or are authorized to receive such credits only on a limited basis.
  - (1) Behavior and program PSRC's will not be awarded for any month in which an inmate is convicted of a Class "A" disciplinary offense, including bonus behavior credits. (CR-3224 not required to notify inmate of denial of credits). Any inmate convicted of a disciplinary offense for refusing to provide a blood specimen for DNA testing shall not be awarded behavior sentence credits, including bonus behavior credits, each and every month until such time he/she provides the specimen. The warden shall send a memorandum to the manager of Sentence Computation Services (SCS) stating that the inmate will not receive behavior credits until further notice. At such time the inmate provides a blood specimen for DNA testing, the warden shall notify, in writing, the manager of SCS.
  - (2) An inmate convicted of an offense resulting in his/her removal from a program shall not receive any behavior or program PSRC's for the month in which the conviction occurs, including bonus credits.
  - (3) Behavior PSRC will not be awarded for any month in which an inmate is found guilty (excluding verbal warnings) of any disciplinary offense. (CR-3224 is not required to notify inmate of denial of credits.)
  - (4) Behavior and program Prisoner Sentence Reduction Credits will not be awarded for any month in which a prisoner is classified as maximum custody or is convicted of a disciplinary infraction and sentenced to punitive segregation. (CR-3224 is not required to notify inmate of denial of credits.)
- g. With the exception of those inmates designated in Section VI.(J)(3)(f) above, all other inmates who are assigned to and participate in a program shall be eligible to receive credits to reduce both release eligibility and expiration dates.

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- h. BI01MEL or Offender Attendance (LJEN) shall be completed for all inmates assigned to a program, regardless of the law under which they were convicted, and regardless of whether or not sentence program credits have any effect on their sentences (e.g., administrative or mandatory segregation). CR-3224 shall also be completed for all inmates if applicable. These forms and data may be used to document and support other inmate job transactions. (See Policy #505.07.)
- i. Disciplinary boards may deprive inmates of PSRC previously awarded only for the conviction of a Class A disciplinary offense, by using CR-3298. Credits lost as a result of disciplinary action may not be restored, unless the action is reversed on appeal.
- j. Inmates prevented from reporting to work pending a disciplinary hearing or pending investigation shall not be denied program credits due to that absence if subsequently found not guilty and/or permitted to return to population without action taken.
- k. The warden/designee shall notify, by e-mail, the Manager of Sentence Computation Services/designee concerning convictions or errors involving PSRC credits that are discovered over thirty (30) days from original credit period. Errors prior to that time may be corrected by the institution.
- l. Juveniles sentenced as adults and housed at Tennessee Department of Children's Services (DCS) facilities shall receive credits based on the same criteria as those housed at adult institutions. DCS shall notify the TDOC Manager of Sentence Computation Services, in writing, of any disciplinary convictions and appropriate behavior credits to be removed.
- m. Inmates awaiting transfer to TDOC will not be awarded PSRC credits by the department for participation in programs in county jails prior to receipt into the physical custody of the TDOC, but may be awarded program credits/behavior credits according to local procedures, using CR-2012.
- n. If an inmate wishes to challenge the correctness of his/her sentence reduction credits history through TDOC administrative procedures, the challenge must occur within one (1) year of the alleged error date, provided that any claim existing on January 1, 2001, may be raised within ninety (90) days of that date, or within one (1) year of the date the claim arose, whichever is longer. Any challenges relative to the earning of sentence credits that were received by TDOC officials prior to the date of this policy will not be affected. As used in this policy, "challenge" means the filing of a request for a declaratory order pursuant to TCA 4-5-223 regarding the correctness of an inmate's sentence reduction credit history.



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K. Prisoner Performance Sentence Credits (PPSC):

1. PPSC shall be awarded to eligible inmates as an incentive for participation in programs on and after September 1, 1980. Except as noted in Section VI.(K)(1)(d) below, those inmates who do not waive into the PSRC program are eligible for PPSC credits.
  - a. Inmates who are participating in a program shall be eligible to earn PPSC in accordance with the following schedule:
    - (1) During the first calendar year of imprisonment, at the rate of four days per full calendar month.
    - (2) During the second through fifth calendar year of imprisonment, at the rate of 10 days per full calendar month.
    - (3) During the sixth calendar year of imprisonment and thereafter, at the rate of 12 days per full calendar month.
    - (4) Regardless of the calendar year of imprisonment, all inmates classified as minimum custody are eligible to earn PPSC at the rate of 15 days per month. Such inmates must be program participants in order to earn PPSC at this rate.
  - b. At minimum, an inmate must participate in a full-time program for three-fourths of the normally scheduled program time in a given month to be awarded the full PPSC for that month. Inmates who only participate in a full-time program for one-half of the scheduled program time in a month, whether due to institutional transfer or change in program assignment, will only be eligible for one-half of the PPSC for that month. Program supervisor shall submit sentence credits as outlined in Section VI.(A) above. An inmate who participates less than one-half of the normally scheduled program time will receive no PPSC from that program for that month. (See Policy #505.07.)
  - c. Every inmate assigned to any part time work, educational or vocational program, or mental health program, in accordance with Policy #505.07, shall be eligible to earn PPSC at one-half of the rate specified above. No inmate shall be entitled to earn more PPSC than the amount specified in Section VI.(K)(1)(a) above.
  - d. The earning of PPSC is restricted as follows:
    - (1) Those inmates serving life sentences (including all convictions as a habitual criminal) for an offense committed on or after May 6, 1973, are not entitled to earn PPSC.
    - (2) Those inmates serving a single determinate sentence for a term of 65 years or more for an offense committed on or after March 24, 1965, are not entitled to PPSC to reduce parole eligibility,

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but can earn PPSC to reduce expiration date(s).

- (3) Inmates serving Class X and Judge Sentencing sentences with offense date prior to December 11, 1985, may earn PPSC to reduce only their expiration date(s) and may not reduce their expiration date in excess of their RED date. PPSC does not reduce the RED date.
- (4) PPSC will not be awarded for any month in which a prisoner is classified as maximum custody or any inmate is convicted of a Class A offense or an offense resulting in his/her removal from an assigned program.
- e. With the exception of those classes of inmates designated in Section VI.(K)(1)(d) all other inmates sentenced for a crime committed prior to December 11, 1985, who are assigned to a program shall be eligible to earn PPSC to reduce both parole and expiration dates.
- f. PPSC time taken from an inmate by the disciplinary board and commissioner's designee at privately managed facilities cannot be restored. (See Policies #502.01 and #502.02).

L. Good Conduct Sentence Credits

- 1. All inmates having been sentenced to a determinate/indeterminate sentence on or after July 1, 1981, are eligible for Good Conduct Sentence Credits at the following rates:
  - a. 10 days per month for the first calendar year,
  - b. 22 days per month for the second through tenth year,
  - c. 30 days per month for the eleventh calendar year and thereafter.
- 2. Inmates sentenced under Class X, Judge Sentencing, or the Sentencing Reform Act of 1989 are not eligible for Good Conduct Sentence Credits.
- 3. The maximum amount of Good Conduct Sentence Credits which an inmate could earn based upon sentence length is deducted from his/her sentence at the time of initial sentence computation to determine parole and expiration dates.
- 4. For each month in which an inmate with a determinate/indeterminate sentence, subsequent to July 1, 1981, is found guilty of a disciplinary offense, he shall lose Good Conduct Sentence Credits for that month.
- 5. An inmate whose sentence is computed with the benefit of Good Conduct Sentence Credits who is convicted of a Class A disciplinary offense, may, at the recommendation of the disciplinary board, and with the approval of the warden (and commissioner's designee at privately managed facilities) and commissioner, lose Good Conduct Sentence Credits. Good Conduct Sentence Credits taken from an inmate at the recommendation of the disciplinary board may not be restored. (See Policies #502.01 and #502.02.)

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M. Forfeiture of Good Conduct Sentence Credits/Good and Honor Time/PSRC/PPSC:

1. An inmate shall forfeit good conduct/behavior sentence reduction credits in the amount specified in Section VI.(M)(2) below when both of the following conditions are present:
  - a. The TDOC receives a certified copy of a final order of a state or federal court that dismisses as frivolous or malicious a claim or lawsuit filed by an inmate while the inmate was in the custody of the TDOC; and
  - b. The TDOC has, on one (1) or more occasions, received a certified copy of a final order of a state or federal court dismissing as frivolous or malicious a claim or lawsuit filed previously by the inmate while the inmate was in the custody of the TDOC.
2. All final orders described above shall be forwarded to the TDOC Sentence Management Services (SMS), which will ensure that TDOC Legal Services reviews the orders for accuracy and authenticity. Upon approval, SMS shall remove credits as listed below and make an entry in Contact Notes (LCDG) to document the receipt of the order. Contact Type SEIN shall be utilized for this purpose.
  - a. Sixty (60) days of an inmate's accrued good conduct/behavior sentence reduction credits if the TDOC has previously received one (1) final order.
  - b. One hundred twenty (120) days of an inmate's accrued good conduct/behavior sentence reduction credits if the TDOC has previously received two (2) final orders.
  - c. One hundred eighty (180) days of an inmate's accrued good conduct/behavior sentence reduction credits if the TDOC has previously received three (3) final orders.
3. All credit reductions will be posted on Tennessee Sentences (LSTQ)
4. The inmate will receive notification in writing from SMS when sentence credits are taken for this reason. Copies of that correspondence will be provided to the institution warden, commissioner's designee at privately managed facilities, and records office at the institution where the inmate is assigned.
5. The good conduct/behavior sentence reduction credits forfeited by the inmate under this section may not be restored.

N. Good and Honor Time

1. Inmates sentenced to determinate/indeterminate sentences prior to July 1, 1981, were awarded Good and Honor Time at the following rates:

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a. Good time:

- (1) One month credit for the first calendar year of sentence
- (2) Two months credit for the second calendar year of sentence
- (3) Three months credit for the third through tenth calendar year of sentence
- (4) Four months credit for the eleventh and subsequent calendar years of sentence.

b. Honor Time: Two months per calendar year of sentence.

2. The maximum amount of Good and Honor Time which an inmate could earn, based upon maximum sentence length, was calculated into an inmate's sentence(s) during initial sentence computation to arrive at all parole and expiration dates.
3. Good and Honor Time was replaced by Good Conduct Sentence Credit on July 1, 1981, and all inmates' sentences were converted to the Good Conduct Sentence Credit system at that time.
4. Sentences received under Class X, Judge Sentencing, or the Sentencing Reform Act of 1989 are not eligible for Good and Honor Time.
5. Good and Honor Time taken from an inmate for conviction of disciplinary infractions after September 1, 1980, cannot be restored. Good and Honor Time taken before September 1, 1980, may be restored in accordance with Section VI.(P) below.

O. Incentive Time

1. Prior to September 1, 1980, inmates were evaluated by program staff every two months to determine if their performance and behavior were sufficient to earn Incentive Time at the following rates:
  - a. Two and one-half days per month during the first calendar year
  - b. Five days per month during the second through tenth calendar year
  - c. Seven and one-half days per month after the tenth calendar year.
2. Incentive Time was replaced by PPSC on September 1, 1980.
3. Sentences received under Class X, Judge Sentencing, or the Sentencing Reform Act of 1989, are not eligible for Incentive Time.
4. Incentive Time taken by the disciplinary board before September 1, 1980, may be restored in accordance with Section VI.(P) below.

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P. Good and Honor Time credits or incentive time lost due to disciplinary action prior to September 1, 1980, may be restored according to the following procedure:

1. The inmate must have an institutional record free of Class A and Class B disciplinary infractions for a five (5) month consecutive period. Exceptions to this rule shall be justified by memorandum from the warden (commissioner's designee at privately managed facilities), attached to CR-3298.
2. The administrative review panel, in a hearing at which the inmate is present, can recommend or deny the restoration of time taken before September 1, 1980.
3. The warden (commissioner's designee at privately managed facilities), if approving the administrative review panel's recommendation, shall forward the signed actions, using CR-3298, to the commissioner or designee.
4. The commissioner or designee shall approve or disapprove the recommendation. If approved, the "action" shall be forwarded to SMS. If denied, the commissioner shall state reasons for the action, which is final. The form will be returned to the originating institutional records office. The records office will be responsible for entering the denial reason on Contact Notes (LCDG), using contact reason CRCC.

Q. In cases where inmates have lost or failed to earn sentence credits as a result of disciplinary action, and that disciplinary action has been overturned on appeal, the warden/commissioner/designee shall notify the Director of SMS by e-mail or memorandum, requesting the restoration of the credits. Details concerning the loss of credits and reason for restoration must be included in the request.

VII. ACA STANDARDS: 4-4097, 4-4461.

VIII. EXPIRATION DATE: March 15, 2007.



**TENNESSEE DEPARTMENT OF CORRECTION**  
**SENTENCE REDUCTION CREDITS**

**INSTITUTION:** \_\_\_\_\_

**BEGINNING DATE**

**ENDING DATE**

**COUNTY CODE**

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**OFFENDER NUMBER**

**OFFENDER LAST NAME**

**SENTENCE CREDITS**

**PROGRAM**

**BEHAVIOR**  
(Circle One)

Y	N
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Y	N
---	---

Y	N
---	---

Y	N
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Y	N
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Y	N
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Y	N
---	---

Y	N
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Y	N
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Y	N
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**SUPERVISOR** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SHERIFF/DESIGNEE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ENTERED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**VERIFIED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**TENNESSEE DEPARTMENT OF CORRECTION  
SENTENCE REDUCTION CREDITS WAIVER**

**INSTITUTION:** \_\_\_\_\_

OFFENDER NAME (LAST)

OFFENDER NUMBER

FIRST: \_\_\_\_\_

MI: \_\_\_\_\_

The undersigned knowingly and voluntarily waives, for the sole and exclusive purpose of receiving Sentence Reduction Credits as authorized by Public Chapter 5, First Extraordinary Session of 1985, his/her right to serve the following sentences(s) under the law in effect on the date the indictment alleges the offense was committed.

All Convictions	YES	NO
All Determinate Convictions	YES	NO
All Indeterminate Convictions	YES	NO
All Class X Convictions	YES	NO
All Judge Sentenced Convictions	YES	NO

Only those convictions – (List each specific Docket Number(s) only)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Inmate

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
TDOC Number

\_\_\_\_\_  
Date

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_



**TENNESSEE DEPARTMENT OF CORRECTION**  
**NOTICE OF DENIAL OF PROGRAM CREDITS**

INSTITUTION: \_\_\_\_\_

INMATE: \_\_\_\_\_ TDOC # \_\_\_\_\_

You have received less than the maximum total program credits for the period of: \_\_\_\_\_

Because: \_\_\_\_\_

---

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Total Program Credits Awarded for this Period:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to appeal this decision, sign and forward your copy to the warden within five (5) days.

\_\_\_\_\_  
Inmate's Signature                      Number                      Date

Briefly state the reason(s) you believe you should have received more program credits:

---

Warden's decision:      Affirm ☐      Reversed ☐      Modify ☐

Comments/Reasons:

---

---

\_\_\_\_\_  
Warden's Signature

\_\_\_\_\_  
Date





# TENNESSEE DEPARTMENT OF CORRECTION SENTENCE CREDIT/EXTENSION ACTIONS

\_\_\_\_\_  
INSTITUTION

\_\_\_\_\_  
OFFENDER NAME: (LAST) (FIRST) (MI) TDOC NUMBER

Triggering Incident Number: \_\_\_\_\_ Incident Date: \_\_\_\_\_

## **RECOMMENDED SENTENCE CREDIT ACTION TO BE TAKEN:**

### **LOSS OF CREDITS**

\_\_\_\_ Days PPSC Time  
\_\_\_\_ Days PSRC Time  
\_\_\_\_ Days Other (\_\_\_\_\_)

### **RESTORATION OF CREDITS**

\_\_\_\_ Days PPSC Time  
\_\_\_\_ Days PSRC Time  
\_\_\_\_ Days Other (\_\_\_\_\_)  
Reason for Restoration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **RECOMMENDED RELEASE DATE EXTENSION** (Check appropriate boxes):

- ☐ **Escape** from Minimum Restricted or Higher Custody, or any Custody with Actual or Threatened Violence [Three (3) year extension]
- ☐ **Assault** (check one) ☐ Assault with physical injury - Two (2) year extension  
☐ Assault with serious injury - Five (5) year extension

Fully describe extent and nature of victim(s)'s injuries and medical treatment required (Attach additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **Reverse Extension** and Restore Release Date. Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **RECOMMENDATIONS MADE BY** (Check One):

\_\_\_\_ Disciplinary Committee  
\_\_\_\_ Administrative Review Board  
\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

## **FINAL DECISION:**

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Commissioner

\_\_\_\_ Approved

\_\_\_\_ Disapproved

\_\_\_\_ Approved

\_\_\_\_ Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date